

UNITED STATES DEPARTMENT OF COMMERCE

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Manual of Patent Examining Procedure, Section 713.04 Substance of Interview must be Made of Record
A complete written statement as to the substance of any face-to-face or telephone <u>interview</u> with regard to an application <u>must be made of record in the application</u> , whether or not an agreement with the examiner was reached at the interview.
\$1:133 Interviews
(b) In every instance where reconsideration is requested in view of an interview with an examiner, a complete written statement of the reasons presented at the interview as warranting favorable action must be <u>filled</u> by the applicant. An interview does not remove the necessity for response to Office action as specified in §§ 1.111,1.135. (35 U.S.C.132)
y the one oppositions and representation consists on the constraint of the constrain
§ 1.2. Business to be transacted in writing. All business with the Patent or Trademark Office should be transacted in writing. The personal attendance of applicants or their attorneys or agents at the Patent and Trademark Office is unnecessary. The action of the Patent and Trademark Office will be based exclusively doubt.
The action of the Patent and Trademark Office cannot be based exclusively on the written record in the Office if that record is itself incomplete through the failure to record the substance of interviews.
It is the responsibility of the applicant or the attorney or agent to make the substance of an interview of record in the application file, unless the examiner indicates he or she will do so. It is the examiner's responsibility to see that such a record is made and to correct material inaccuracies which bear directly on the question of patentability.
Examiners must complete a him chart and a large state of the state of
Examiners must complete a two-sheet carbon interleaf Interview Summary Form for each interview held after January 1, 1978 where a matter of substance has been discussed during the interview by checking the appropriate boxes and filling in the blanks in neat handwritten form using a ball point pen. Discussions regarding only procedural matters, directed solely to restriction requirements for which interview recordation is otherwise provided for in Section 812.01 of the Manual of Patent below.
Manuel
The Interview Summary Form shall be given an appropriate paper number, placed in the right hand portion of the file, and listed on the "Contents" list on the file wrapper. The docket and serial register cards need not be updated to reflect interviews. In a personal interview, the duplicate soft of the Form is removed and given address either with or prior to the next official communication. If additional correspondence from the examiner is not likely before an allowance or if other circumstances dictate, the Form should be mailed promptly after the telephonic interview rather than with the next official communication.
The Form provides for recordation of the following the fol
-Serial Number of the application
⇒ Name of applicant → Name of examiner → Date of interview
- Type of interview (personal or telephonic) - Name of participant(s)) (applicant attorney or accept, etc.)
An indication whether or not an exhibit was shown or a demonstration conducted An identification of the claims discussed
- An identification of the specific prior art discussed - An indication whether an agreement was reached and if so, a description of the general nature of the agreement may be by attachment of a copy of amendments or claims agreed as being allowable). (Agreements or to allowable) and the agreement may be by attachment of a copy
of amendments or claims agreed as being allowable). (Agreements as to allowability are tentative and do not restrict further action by the examiner to the —The signature of the examiner who conducted the interview Names of other Patent and Trademark Office personnel present.
The Form also contains a statement reminding the applicant of his responsibility to record the substance of the interview.
It is desireable that the examiner orally remind the applicant of his obligation to record the substance of the interview in each case unless both applicant and
Form or in arrattachment to the Form, the examiner should check a box at the bottom of the substance of the interview, or when this adequately recorded on the substance of the substance of the interview. It should be noted however, that the Interview Summary Form with not normally be considered a complete and proper recordation of the interview unless it includes, or is supplemented by the applicant or the examiner to include, all of the applicable items required below to the applicant or the examiner to include, all of the applicable items required below to the applicant or the examiner to include, all of the applicable items required below to the applicant or the examiner to include, all of the applicable items required below to the applicant or the examiner to include, all of the applicable items required below to the applicant or the examiner to include all of the applicable items required below to the applicant or the examiner to include all of the applicable items required below to the applicant or the examiner to include all of the applicable items required below to the applicant or the examiner to include all of the applicant or the examiner to the examiner to the proper recordation of the interview unless it includes.
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A complete and proper recordation of the substance of any interview should include at least the following applicable items:
1) A brief description of the nature of any exhibit shown or any demonstration conducted in the following applicable items: 2) an identification of the claims discussed, 3) an identification of specific prior, art discussed, 4) an identification of specific prior, art discussed,
4) an identification of the principal proposed amendments of a substantive nature discussed, unless these are already described on the interview Summary. 5) a brief identification of the general thrust of the principal arguments presented to the examiner. The identification of arguments need not be lengthly of elaborate. A verbatim or highly detailed describing of the arguments is not required. The identification of arguments need not be lengthly of
or thrust of the principal arguments made to the examiner can be understood in the context of the application of the arguments is sufficient if the general nature emphasize and fully describe those arguments which he feels were or might be persuasive to the examiner, 6) a general indication of any other pertinent matters discussed, and 7) if appropriate, the general results or outcome of the interview unless already described in the Interview Stimmery Form completed both.
Examiners are expected to carefully review the applicant's record of the substance of an interview. If the record is not complete or accurate, the examiner will give the applicant one month from the date of the notifying letter or the remainder of any period for response, whichever is longer, to complete the response and thereby avoid abandonment of the application (37 CFR 1.135(c)):
Examiner to Check for Accuracy.
Applicant's summary of what took place at the interview should be carefully checked to determine the accuracy of any argument or statement attributed to the examiner during the interview. If there is an inaccuracy and it bears directly on the question of patentability, it should be pointed out in the next Office letter. If the complete and accurate, the examiner should place the indication "Interview record OK" on the paper recording the substance of the interview along with the date and
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*U.S. GPO: 1998-404-496/40513